

This is a RFD Stamp

**ROCKY FLATS PLANT
EMD OPERATING
PROCEDURES MANUAL**

Manual No.: 5-21000-OPS-FO
Procedure No.: Table of Contents, Rev 42
Page: 1 of 3
Effective Date: 02/11/93
Organization: Environmental Management

THIS IS ONE VOLUME OF A SIX VOLUME SET WHICH INCLUDES:

VOLUME I: FIELD OPERATIONS (FO)
VOLUME II: GROUNDWATER (GW)
VOLUME III: GEOTECHNICAL (GT)
VOLUME IV: SURFACE WATER (SW)
VOLUME V: ECOLOGY (EE)
VOLUME VI: AIR (AP)

**TABLE OF CONTENTS
FOR VOLUME I: FIELD OPERATIONS**

<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
FO.01	Air Monitoring and Dust Control	2	05/12/92
FO.02	Transmittal of Field QA Records	3	05/22/92
FO.03	General Equipment Decontamination	2	05/12/92
DCN 92.01	Clarification of Decontamination	2	07/21/92
DCN 92.02	Update to Clarification of Decontamination	2	12/12/92
FO.04	Heavy Equipment Decontamination	2	05/12/92
DCN 92.01	Expired	1	04/30/92
DCN 92.02	Expired	1	06/12/92
DCN 92.03	Consistency Change	1	09/18/92
DCN 92.04	Update to Clarification of Decontamination	2	12/17/92
FO.05	Handling of Purge and Development Water	2	05/12/92
FO.06	Handling of Personal Protective Equipment	2	05/12/92
DCN 92.01	Monitoring Change	2	09/18/92
FO.07	Handling of Decontamination Water and Wash Water	2	05/12/92
DCN 92.01	Consistency Change	2	09/18/92

ADMIN RECORD

**DOCUMENT CLASSIFICATION REVIEW WAIVER
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991**

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Page: 2 of 3
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Procedure No.	Title	Rev. No.	Effective Date
FO.08	Handling of Drilling Fluids and Cuttings	2	05/12/92
DCN 92.04	Clarification of Drill Cuttings	2	06/04/92
DCN 92.05	Handling of Drilling Fluids and Cuttings	2	09/02/92
DCN 92.06	Clarification of Responsibility	2	09/09/92
DCN 92.07	Elimination of Drilling Requirements on Earthen Dams	2	09/10/92
DCN 92.08	Consistency Change	2	09/18/92
DCN 92.09	Clarification of Augering Technique for OU-6	2	10/28/92
DCN 92.10	Improve Tracking of Samples	2	12/07/92
FO.09	Handling of Residual Samples	2	05/12/92
FO.10	Receiving, Labeling, and Handling Environmental Materials Containers	2	05/12/92
*DCN 92.03	EXPIRED (Replaced by DCN 93.01 dated 2/10/93)	2	Expired
DCN 92.04	Decrease in Weekly Inspections of Gray Drums	2	11/18/92
DCN 92.05	Requirement Reduction	2	09/16/92
DCN 92.06	Improve Accountability	2	10/15/92
DCN 92.07	Change Drum Inspection Period	2	10/22/92
DCN 92.08	Drum Log F or M Change	2	12/03/92
*DCN 93.01	Clarification on Drums (REPLACES DCN 92.03)	2	02/10/93
FO.11	Field Communications	2	05/12/92
FO.12	Decontamination Facility Operations	2	05/12/92
FO.13	Containerization, Preserving, Handling and Shipping of Soil and Water Samples	2	05/12/92
DCN 92.01	Chain of Custody	2	07/27/92
DCN 92.02	Improve Tracking of Samples	2	12/08/92
*DCN 93.01	Chain of Custody Record	2	02/10/93
FO.14	Field Data Management	2	05/12/92
DCN 92.01	Update Bottle Codes and Lab Codes to Current Status	2	06/30/92

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Page: 3 of 3
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<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
FO.14 (continued)			
DCN 92.02	Clarification of Biological Locations (07/08/92- Extended)	2	11/20/92
DCN 92.03	Changes in Procedures (07/08/92 - Extended)	2	11/20/92
DCN 92.04	Expired	2	10/15/92
DCN 92.05	Update QA/QC Code List	2	09/28/92
DCN 92.06	Clarify Description	2	09/28/92
DCN 92.07	Update Bottle Code List	2	09/28/92
DCN 92.08	Add Sub-Contractor Abbreviations	2	10/14/92
DCN 92.09	Major Form Revision	2	11/03/92
DCN 92.10	Elimination of Non-Required Section	2	11/10/92
DCN 92.11	Update Bottle Code & Lab Codes to Current Status	2	12/09/92
DCN 93.01	New Codes	2	01/15/93
DCN 93.02	New Samplers and New Media	2	01/15/93
*DCN 93.03	Field Data for RFEDS	2	02/10/93
FO.15	Photoionization Detectors (PIDs) and Flame Ionization Detectors (FIDs)	2	05/12/92
FO.16	Field Radiological Measurements	2	05/12/92
DCN 92.04	Expired	1	09/22/92
DCN 92.05	Addition of HPGe	2	11/24/92
DCN 93.01	FIDLER Surveys	2	01/15/93
FO.17	Determining Out-Of-Specification Analytical Results for Environmental Samples		To Be Added
FO.18	Environmental Sample Radioactivity Content Screening	1	05/12/92
DCN 93.01	Clarification of Procedure	1	01/11/93
FO.19	Base Laboratory Work	2	05/12/92

7/3 4/1/93 This is a #22
CONTROLLED DOCUMENT ENVIRONMENTAL MANAGEMENT
 EG&G - ROCKY FLATS PLANT **DOCUMENT CHANGE NOTICE (DCN)**
 ENVIRONMENTAL MANAGEMENT
 This is a RED Stamp

Procedure Number 5-21000-OPS-FO.10 Rev. 2

Page 1 of 1

Title Receiving, Labeling, and Handling Environmental Materials Containers	Date <u>02/10/93</u> 1/18/93 <u>01/23/93</u>	DCN Number 5-21000-OPS- <u>93.01</u>
Expires <u>02/10/94</u>	Procedure Revision Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Scope Limitation <u>none</u>		

Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for Additional Space)
1	14 of 19	7.2.2 paragraph 1	<p>Add just before the sentence beginning "Cuttings will be placed in drums...": "For 30 gallon drums, use two 5 mil plastic drum liners and place one liter of desicant in the bottom of the drum and an additional one liter of desicant when the drum is half filled."</p> <p>NOTE: This DCN contains same text that appeared in DCN 92.03, which has expired. 01/23/93</p>

Justification (Reason for Change – Provide Numbers To Reference Corresponding Items Above)

Smaller drums require smaller drum liners and less amounts of desicants.

DOCUMENT CLASSIFICATION REVIEW WAIVER
 PER R.D. HOFFMAN, CLASSIFICATION OFFICE
 JUNE 11, 1991

Concurrence	Organization	Req	Date	Concurrence	Organization	Req	Date
<i>[Signature]</i>	QAPM	X	2/3/93	<i>[Signature]</i>	User	X	1/18/93
<i>[Signature]</i>	EQS		1-19-93	<i>[Signature]</i>	EQS		2/3/93
<i>[Signature]</i>	EOM	X	1-29-93				
Approval of Responsible Manager <i>[Signature]</i>		Date 18 JAN 93		Is Posting Req'd? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, By What Date? upon receipt	
						Date Posted	

DCN Form 001

FEB 10 1993

9-273 2/12/13 This is a #22
CONTROLLED DOCUMENT ENVIRONMENTAL MANAGEMENT
 EG&G - ROCKY FLATS PLANT **DOCUMENT CHANGE NOTICE (DCN)**
 ENVIRONMENTAL MANAGEMENT

This is a RED Stamp

Procedure Number 5-21000-OPS-FO.13 REV.2

Page 1 of 1

Title FIELD DATA MANAGEMENT	Date <u>02/10/93</u> Jan 14, 1993 <u>02/10/93</u>	DCN Number <u>93.01-24</u> 5-21000-OPS-FO.13,R2
Expires <u>Jan 14, 1994</u> <u>02/10/94</u> <u>02/10/93</u>		
Procedure Revision Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Scope Limitation <u>none</u>		

Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for Additional Space)
1	8	6.3	CHAIN OF CUSTODY RECORD Insert the following before the sentence beginning "Upon receipt, the sample manager...": No COC shall be completed until the following items have been received from the Rocky Flats Environmental Restoration Management/Sample Management group: Project name, charge code, location names, sample number range, and COC number range.
2	10	6.3.2	Chain of Custody Form Insert the following before the sentence beginning "The original and second (yellow) copy...": No COC shall be completed until the following items have been received from the Rocky Flats Environmental Restoration Management/Sample Management group: Project name, charge code, location names, sample number range, and COC number range.

Justification (Reason for Change - Provide Numbers To Reference Corresponding Items Above)

Changes will ensure that COC forms are correctly and consistently completed.

DOCUMENT CLASSIFICATION REVIEW WAIVER
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991

Concurrence	Organization	Req	Date	Concurrence	Organization	Req	Date
<i>[Signature]</i>	QAPM	X	<u>2/3/93</u>	<i>RWS</i>	User	X	<u>1/19/93</u>
<i>[Signature]</i>	EQS		<u>1-19-93</u>	<i>MAAN</i>	User		<u>1/19/93</u>
<i>M.C. Brown</i>	EDM	X	<u>1-29-93</u>	<i>D. Smith</i>	EQS		<u>2/3/93</u>
Approval of Responsible Manager <i>[Signature]</i>		Date <u>1-19-93</u>		Is Posting Req'd? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, By What Date? upon receipt		Date Posted

FEB 10 1993

ENVIRONMENTAL MANAGEMENT
DOCUMENT CHANGE NOTICE (DCN)

Procedure Number 5-21000-OPS-FO.14 REV.2

Page 1 of 24

Title FIELD DATA MANAGEMENT	Date 02/10/93 Jan 14, 1993 02/2/93	DCN Number 93.03 5-21000-OPS-FO.14,R2
Expires Jan 14, 1994 02/10/94 02/2/93		
Procedure Revision Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Scope Limitation none		

Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for Additional Space)
1	7	5.5	DATA ENTRY <i>sentence</i> 02/2/93 Remove the first paragraph and replace with the following: Once the field data have been reviewed and found to be complete, data will be input into the Rocky Flats Environmental Data System (RFEDS) field data entry module (DATACAP) according to the following rules: <ul style="list-style-type: none">● A sample which was scheduled and taken shall be entered.● A sample which was scheduled but not taken, with an existing field disposition that accurately describes the event, shall be entered.● If an accurate field disposition does not exist, the RFEDS representative will be contacted for a new disposition, and the event shall be entered.● If the sample is being held for any reason, it shall not be entered until custody of the sample has been relinquished. <i>TO THE WINTER.</i>
2	Appx. FO.14A	A.4.1	BOTTLE ID CODES Change sentence beginning "These codes will be used..." to read "Only these codes will be used..."

Justification (Reason for Change - Provide Numbers To Reference Corresponding Items Above)

Changes will ensure that field data is entered correctly into the RFEDS field module for incorporation into the RFEDS system.

DOCUMENT CLASSIFICATION REVIEW WAIVER
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991

Concurrence	Organization	Req	Date	Concurrence	Organization	Req	Date
<i>[Signature]</i>	QAPM	X	2/3/93	<i>RWS</i>	User	X	1/19/93
<i>R. S. [Signature]</i>	EQS		1-19-93	<i>HAAN</i>	User		1/19/93
<i>McBroun</i>	EDM	X	1-29-93				
Approval of Responsible Manager <i>W. S. [Signature]</i>			Date 1-14-93	Is Posting Req'd? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, By What Date? upon receipt		Date Posted

FEB 10 1993

ENVIRONMENTAL MANAGEMENT DOCUMENT CHANGE NOTICE (DCN)

Procedure Number 5-21000-OPS-FO.14 REV.2

Page 2 of 24

Title FIELD DATA MANAGEMENT	Date <u>02/10/93</u> Jan 14 1993 <i>02/10/93</i>	DCN Number <u>93.03</u> 5-21000-OPS-FO.14,R2
Expires Jan 14, 1994 <u>02/10/94</u> <i>02/10/94</i>		
Procedure Revision Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Scope Limitation <u>none</u>		

Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for Additional Space)
3	Appx. FO.14A	A.6	<p>PROJECT NAMES</p> <p>Change title to read PROJECT NAME AND CHARGE CODE (p. 3 of this DCN)</p> <p>Change section to read as follows and insert attached project name/charge code list after this section:</p> <p>The following is a list of project names and charge codes to be used for input into the RFEDS field data tracking module. The RFEDS representative shall be contacted for necessary additions to this list.</p> <p style="text-align: center;">(attached project name/charge code list appears here)</p>
4	Appx. FO.14A	A.7 (new)	<p>Add the following section and insert attached field disposition list after this section:</p> <p>FIELD DISPOSITION (NOTE: This is new section)</p> <p>The following is a list of field dispositions. Only these values may be used for input into the RFEDS field data tracking module.</p> <p style="text-align: center;">(attached field disposition list appears here)</p>

Justification (Reason for Change - Provide Numbers To Reference Corresponding Items Above)

Changes will ensure that field data is entered correctly into the RFEDS field module for incorporation into the RFEDS system.

Concurrence	Organization	Req	Date	Concurrence	Organization	Req	Date
<i>[Signature]</i>	QAPM	X	2/3/93		User	X	
<i>[Signature]</i>	EQS		1-19-93				

Approval of Responsible Manager	Date	Is Posting Req'd? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, By What Date? upon receipt	Date Posted
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<u>Project Name</u>	<u>Charge Code</u>
331UST	971047
776UST	971045
881HILL	971044
FFCA_SW	971041
FFCA_VZ	971051
GEOCHAR	989083
GW_PPMON	971038
GW_RPMON	989065
INDHYGIENE	971042
NDECONPAD	989089
NPDES	971040
OU10_RFI/RI	989074
OU12_RFI/RI	989075
OU13_RFI/RI	989076
OU14_RFI/RI	989077
OU15_RFI/RI	989078
OU1_FEAS	989086
OU1_IM/IRA	989067
OU1_IRA/O&M	989067
OU1_RFI/RI	989087
OU1_TREAT	989085
OU2_FEAS	989084
OU2_IM/IRA_BH	989082
OU2_IM/IRA_SW	989068
OU2_NTS	971029
OU2_RFI/RI	989081
OU3_RFI/RI	989069
OU4_RFI/RI	989070
OU5_RFI/RI	989071
OU6_RFI/RI	989072
OU7_RFI/RI	989073
OU8_RFI/RI	989088
PADECONPAD	989089
PAVEUNIT10	971046
SDECONPAD	989079
SOLAR_PNDCRT	989113
SS_ANNUAL	971030
SW_CWA	971037
SW_EVENT	971033
SW_MONIT	971034
SW_ONSITE	971039
SW_PONDEFF	971036
SW_SED	971032
SW_SPEC	971043
SW_WQCHAR	971035
TS_TRUCLEAN	989098
UTIL_POL	986936
WARP	971031

FO.14, R2
DCN No.

93.03

page 3 of 4

Disposition

SAMPLED
NEVER SHIPPED
WET
BROKEN BOTTLE
DRY
EQUIPMENT
FROZEN
LACK WATER
NO DISCHARGE
NO FLOW
RESTRICT ACCESS
VEHICLE
WEATHER

Description

SAMPLE WAS COLLECTED
SAMPLE WAS COLLECTED AND NEVER SHIPPED TO THE LAB
SOIL SAMPLE WAS COLLECTED BELOW THE WATER TABLE
NO SAMPLE TAKEN, BOTTLE WAS BROKEN
NO SAMPLE TAKEN, WELL WAS DRY
NO SAMPLE TAKEN, EQUIPMENT PROBLEMS
NO SAMPLE TAKEN, WATER SURFACE IS FROZEN
NO SAMPLE TAKEN, INSUFFICIENT WATER
NO SAMPLE TAKEN, NO DISCHARGE OCCURED
NO SAMPLE TAKEN, NO WATER FLOW AT LOCATION POINT
NO SAMPLE TAKEN, SECURITY OR CONSTRUCTION PROBLEM
NO SAMPLE TAKEN, VEHICLE PROBLEMS
NO SAMPLE TAKEN, INCLEMENT WEATHER